

MEETING MINUTES

May 21, 2009

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Penney Hall at 9:00 a.m. May 21, 2009 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

ATTENDANCE:

Committee: Penney Hall (Chairperson); Everett Sullivan; Brenda Bates; Phillip Mason; Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Greg Raber, Chris Miller, Pam Holt.

Guest: Bob Johnson with Sheltered Workshop of Nicholas County

MOTION #1

Mr. Sullivan moved to approve the minutes as presented. Ms. Hall seconded. Motion passed.

COMMITTEE CHAIR REPORT:

Ms. Hall reported the rules were approved by the legislature and signed by the Governor. She is in the process of filing the final rules with the Secretary of State Office.

She said at the last meeting Mr. Sullivan had requested that a "glossary of terms" be developed. She and WVARF staff prepared a list of commonly used terms for the Committee.

EXECUTIVE SECRETARY REPORT:

Mr. Price reported:

\$1,510.10 – Annual Allocation

376.72 – Total Expenses Paid

\$1,133.88 – Balance Remaining FY09

EXECUTIVE DIRECTOR REPORT:

Mr. Raber reported the WVARF staff has been concentrating on completing the contracts for renewal.

CONTRACT PRESENTATIONS:

Ms. Holt reported the Fairmont State University contract was approved by the Committee via e-mail vote at an annual Fair Market Price of \$1,031,981.64. This contract also includes a clause that over the next two years no more than a 2% per year increase would take place unless there is an increase in state or federal increase in minimum wages and/or taxes.

Also, the Committee awarded the Stream Access Site contract to Goodwill Industries of KYOWVA.

Mr. Raber presented the contracts which were approved by the Fair Market Price Subcommittee earlier in the week. They were all janitorial contracts:

Bureau of Employment Services in Elkins, Logan, Morgantown, and Parkersburg.

DHHR/Child Support Enforcement in Morgantown and Sutton.

DHHR/Building Management at the Diamond Building.

DHHR Regional Offices in Districts 1, 2, 3, and 4.

DMV offices in Beckley, Bridgeport/Clarksburg, Charleston/Hansford Street, Charleston/1606 Washington Street, Charleston/1615 Washington Street, Elkins, Huntington, Kanawha Mall, Logan, Martinsburg, and Winfield/Teays Valley.

The increase in prices reflects the increase in minimum wage which will occur in July 2009 and the increase all petroleum based products since the last time these contracts were renewed, approximately four years ago.

MOTION #2

Mr. Sullivan moved to approve the recommendation of the subcommittee to approve the contracts. Ms. Bates seconded. Motion passed.

PROPOSED BUDGET

Mr. Raber said the CNA Committee had approved the budget Mr. Miller was presenting to the Committee.

Ms. Hall asked about the Terradon software, which is depreciated at \$10,000. She asked where the software is in development and if WVARF plans to use it. Mr. Miller said the auditor raised the same question. Ms. Hall said the CNA Committee needs to take a look at whether to start using the software or just write it off since the \$10,000 could be used in other areas of the budget.

Ms. Hall expressed concern that there may not be enough allocated under Adm.885, staff development, because of the turnover in staff during the past year. She also was concerned about Adm. 865, Lodging and Food, may not be enough considering the increased cost of these items.

Ms. Bates said she thought this was the best budget the Committee had ever seen.

Motion 3

Ms. Bates moved to approve the budget and that WVARF talk with the CNA Committee regarding the software. Mr. Sullivan seconded. Motion passed.

CONTRACT COMPLIANTS:

Bottled Water – Ms. Hall reported WVARF had received from Green Acres some of the information that the Committee had requested. There was discussion regarding the problems the Committee has had with bottled water over the years. The problems are mainly due to lack of supply. There is some grant funding that DRS is going to make available to CRP's sometime in June. Mr. Johnson said he talked with Emma Sue Smith, Green Acres Executive Director, and he is willing to assist her with applying for this ARRA funding (stimulus) DRS is making available.

MOTION #4

Ms. Bates moved that Ms. Hall and Mr. Raber, along with Pat Winston from Behavioral Health, meet with the Board. Mr. Sullivan seconded. Motion passed.

MOTION #5

Ms. Bates moved to give the Board a deadline of August 1 to present a written business plan to the Committee. Mr. Sullivan seconded. Motion passed.

FINANCIAL REPORT:

Mr. Miller reported the over 60 accounts receivables was \$99,695 or 8.57% of total accounts receivables. He said this time of year the accounts receivables normally go down because all of the contracts have been processed and the state is trying to pay everything prior to the end of the fiscal year. The total sales for FY 09 to March were \$8,852,427.

Ms. Hall asked him about the billing for Courier Services with the Office of Technology. Mr. Miller said he would look at that.

OLD BUSINESS:

Ms. Hall announced she had been asked to present at the Purchasing Conference, September 29th – October 2nd at Canaan Valley Resort and Conference Center in Davis, WV. Mr. Raber will be attending the conference with her.

She also reported Brenda Hellwig, Executive Director of Job Squad, had told her that their people are overwhelmed with work since they moved in with Champion Industries. In addition, the Champion employees are including the Job Squad people in everything they do.

NEW BUSINESS:

Ms. Holt reported everything had been turned in for the second quarter. For the third quarter, Green Acres and Buckhannon-Upshur did not submit the required reports. She is going to contact them about the reports.

MOTION #6

Mr. Sullivan moved to adjourn. Ms. Bates seconded.